

East Hartford mailroom & café Information session

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- Questions will be gathered thru 11/24/2021
- FAQ available on DDS website by 12/3/2021
- Application closing date 12/10/2021

New Provider expectations

- Provide appropriate oversight of the General Workers currently employed in the program
- Consider additional skill building and work & community experiences for the GW's, with an eye toward transitioning the workers into competitive employment in the community, based on their skills, abilities and desires.
- Transition new individuals into the program as current workers transition out of the program.
- Consider Assistive Technology features to enhance the workers
- Enhance the current program to improve customer service for staff who use the mailroom/copy center and café
- Consider additional expectations as referenced in the NOO packet released on 11/8/2021 and found on the DDS website

Location: East Hartford DDS office
Building #155: 255 Pitkin St East Hartford CT



DDS offices & work areas
encompass the 2nd & 3rd floors of the building



Mailroom/Copy center is on the 3rd floor



Copiers

(2 in mailroom, 5 add'l throughout building)



Postage

New technology



Mailcart

Building-wide mail deliveries



Work area

Project completion



Shredders

3 for additional task completion



Café

seats 40 (pre-Covid)



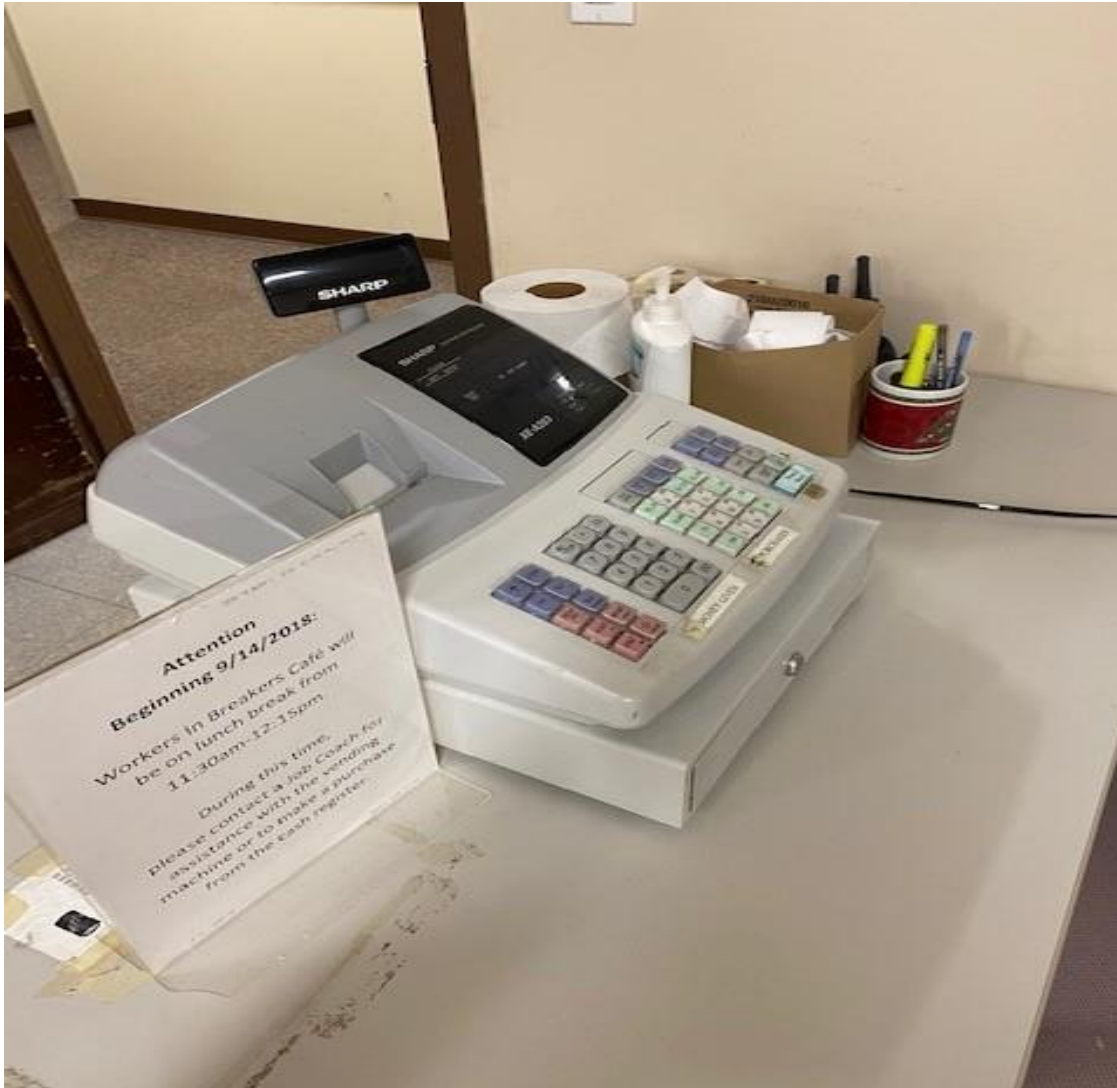
Café

Serves up to 150 staff



Café

register & vending machine



Café

kitchen area



Café hallway



CM offices



Questions

Comments

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